



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND CHG 1 INCORPORATED
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1700.4A
00
17 Jun 02

SPAWAR INSTRUCTION 1700.4A

From: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND SAILOR OF THE
QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) OPNAVNOTE 1700 (series)

Encl: (1) Sample nomination format

1. Purpose. To establish the Space and Naval Warfare Systems Command Sailor of the Quarter (SOQ)/Sailor of the Year (SOY) program, and provide eligibility criteria, nomination procedures, and organizational responsibilities for cognizant commands.

2. Cancellation. SPAWARINST 1700.4

3. Background. Sailor of the Quarter/Year program has proven value as an excellent means for recognizing superior leadership and performance, and enhancing morale. SPAWAR benefits in that outstanding role models are identified and acknowledged, and thereby serve as a highly visible example of desired standards of conduct and contribution to mission success.

4. Eligibility.

a. Senior Sailor of the Quarter/Year (SSOQ/SSOY) candidates must be in pay grade E-5 through E-6, and must have a minimum of 90 days aboard the nominating activity. E-6 personnel selected for E-7 are not eligible.

b. Junior Sailor of the Quarter/Year (JSOQ/JSOY) candidates must be in pay grade E-4 or below and have 18 months in service, including at least 90 days aboard the nominating command.

c. Senior Sailor of the Quarter and Junior Sailor of the Quarter selectees will become candidates for Senior or Junior Sailor of the Year automatically based on their SOQ selection. Activities with SOQ selectees who are automatically eligible for SOY considerations may also submit regular SOY candidate.

SPAWARINST 1700.4A CH-1
17 Jun 02

5. Responsibility. Commands will submit nomination packages to SPAWAR Head Quarters no later than the submission deadline listed below. The Claimancy Command Master Chief will convene a board to provide recommendations to the Commander as indicated below. Competition period deadlines and board convening dates apply for both senior and junior candidate nominations.

Competition/Period	Submission D/L	Board Convene
1 st Quarter SOQ 1 January-31 March	15 April	Last week in April
2 nd Quarter SOQ 1 April-30 June	15 July	Last week in July
3 rd Quarter SOQ 1 July-31 September	15 October	Last week in October
4 th Quarter SOQ 1 October-31 December	15 January	Last week in January
C) SPAWAR SOY 1 January-31 December	15 January*	First week in February

* February/March of the subsequent year.

6. Nominations. Nomination format (enclosure (1)) is in conformance with reference (a) and must be strictly adhered to for SSOY candidates. Reference (b) will also provide guidance for preparing nomination package. For SSOQ candidates and JSOY/JSOY candidates, the personal biography and personal award recommendation are omitted. All nomination packages should include the most recent performance evaluation from the submitting command. Nominations must be submitted to the address below prior to the submission deadline listed in paragraph 5.

Commander, Space and Naval Warfare Systems Command
Command Master Chief (Code 00B)
4301 Pacific Highway
San Diego, CA 92110-3127

7. Recognition. SSOQ/JSOQ/JSOY will receive a command plaque and Letter of Commendation (LOC) signed by the Commander. Candidates not selected will receive a Letter of Appreciation (LOA).

a. The SSOY selectees will be submitted as the SPAWAR candidate for Vice Chief of Naval Operations (VCNO) Naval Shore Activities (NSA) Sailor of the Year (SOY). If selected as NSA Sailor of the Year, he/she will be awarded a Navy Commendation Medal (NCM) by VCNO. If not selected, he/she will be awarded a NCM by Commander, Space and Naval Warfare Systems Command. In addition, he/she will receive a SPAWAR command plaque. All SSOY candidates who are not selected as SPAWARSYSCOM SOY will be awarded a Navy Achievement Medal (NAM), by Commander, Space and Naval Warfare Systems Command.

b. Command Recognition for local SOY/SOQ selectees is strongly encouraged. Letters, plaques, special liberty, designated parking, hometown news release, and posted photographs of selectees are some examples of recognition to consider at the command level.

8. Action. Commands should ensure that a program is in place to nominate, select and acknowledge their most outstanding E-6 and below personnel at an appropriate periodicity based on their manning. Further, all commands should submit their selectee as a candidate for SPAWAR Junior/Senior SOQ and SOY competitions as directed herein.

/s/

K. D. SLAGHT

Distribution:

SPAWAR List 4

SNDL Part II

C81 (SHORE BASED DETACHMENTS, SPAWARSYSCOM)

FKA1B (SPACE AND NAVAL WARFARE SYSTEMS COMMAND)

SPAWARINST 1700.4A
17 Jun 02

SAMPLE NOMINATION FORMAT

From: (Nominating Commanding Officer/Officer In Charge)
To: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND JUNIOR/SENIOR
SAILOR OF THE QUARTER/YEAR NOMINATION IN THE CASE OF
_____.

Ref: (a) OPNAVNOTE 1700 (Series)

Encl: (1) Information to support nomination (Including copies
of Performance evaluations, Page 4's, Letters of
Appreciation/Commendation/Sailor of the Quarter, etc.)
(2) Biography (Narrative format, starting with date and
place of birth, schooling, military service, current
assignment, personal awards, medals, and family, etc.
Limit: Two type written pages, double spaced).
(3) Personal Award Recommendation (OPNAV 1650/3), for
Navy Commendation Medal.
(4) 5x7 color glossy photograph (one each front and side
view, full length, light blue or gray background,
Service Dress Blues uniform, uncovered).

Note: Delete enclosures (2) and (3) for SPAWAR JSOQ, JSOY and
SSOQ nominations; only required for SSOY.

1. Per reference (a), _____ is
nominated as Space and Naval Warfare Systems Command
Junior/Senior Sailor of the Quarter/Year.

2. Full name, address and complete telephone number of
nominating command.

a. Name (Last, First MI):

b. Rate/Rank:

c. Present Duty Station:

d. Address: (W) (H)

Enclosure (1)

SPAWARINST 1700.4A
17 Jun 02

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND JUNIOR/SENIOR
SAILOR OF THE QUARTER/YEAR NOMINATION IN THE CASE OF

_____.

- e. Telephone: (W) (H)
- f. Facsimile:
- 3. The following information is provided:
 - a. Date of Birth:
 - b. Active Duty Service Date (ADSD):
 - c. Advancement History (give dates):

(For SSOQ/SSOY)	(For JSOQ/JSOY)
(1) E-4	(1) E-2
(2) E-5	(2) E-3
(3) E-6	(3) E-4
 - d. Currently selected for advancement (If yes, date to be advanced.):
 - e. Family members: (List full names, dates of birth.)
 - f. If previously selected as Sailor of the Month/Quarter/Year, give date(s) and Command(s):
 - g. Brief synopsis of significant professional achievements which warrant selection: (Limit one typewritten page)
 - h. Personal Awards:
 - i. Nominee's off duty community involvement:
 - j. List educational background:
 - (1) Years of formal schooling completed/degree attained:
 - (2) Navy schools completed:

SPAWARINST 1700.4A
17 Jun 02

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND JUNIOR/SENIOR
SAILOR OF THE QUARTER/YEAR NOMINATION IN THE CASE OF

_____.

(3) Other self-study educational achievements attained while on active duty (Include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE) courses, other Navy-sponsored courses, etc. Exclude training courses required for advancement.):

4. Commanding Officer's remarks:

Signature block
(No By Direction)